



City of Appleton

DIRECTOR OF PUBLIC WORKS

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PublicWorks@Appletonmn.org | 320-289-1363

Position Title: **JUNIOR WASTEWATER-WATER OPERATOR**
Department: **STREETS AND ALLEYS**
Accountable To: **PUBLIC WORKS DIRECTOR**
Provides Direction To: **WASTWATER TECHNICIAN AND EMPLOYEES ASSIGNED BY PUBLIC WORKS DIRECTOR**
Status: **FLSA NON-EXEMPT-NON-UNION**

PRIMARY OBJECTIVE OF POSITION

To plan, coordinate, and schedule personnel, materials, and equipment necessary to maintain the City's sewer systems, water systems, and underground utilities for sewer and water.

ESSENTIAL FUNCTIONS

Duties shall include, but not be limited to, the following areas:

Leadership and Supervision

- Schedules and assigns Wastewater Technician and other employees to wastewater and water tasks according to priorities identified by the Public Works Director.
- Provides oversight of Wastewater Technician education and training. Ensures Wastewater employee has appropriate licenses to meet the needs of the City.
- Provides on-the-job training and ensures Wastewater Technician and other employees use proper procedures in all tasks as identified by the Public Works Director.
- Participates in and recommends the selection of qualified personnel for hire within the department to the Public Works Director.
- Directs the orientation and training of new Wastewater Technicians and other employees as assigned by the Public Works Director.
- Recommends new work methods and training for implementation to the Public Works Director.
- Conducts effective performance reviews for Wastewater and Water Tasks/Skills in accordance with established City policies. Makes recommendations for promotions, demotions, or retraining based upon demonstrated work performance to the Public Works Director.
- Demonstrates by personal example the desired standards of conduct, appearance, and work performance for all personnel.
- Maintains discipline in the department through corrective counseling, reviewing and adjusting grievances, and recommending hiring, firing, and discipline for Wastewater Technician to the Public Works Director.
- Recognizes employee problems and recommends actions to resolve problems effectively to the Public Works Director.

General Responsibilities

- Plans, directs, and coordinates a comprehensive maintenance program for City sewer collection system, pump stations, water distribution systems, lift stations and other facilities to ensure cost effective and high-quality work.

- Involves supervisory personnel in planning and the daily implementation of work programs.
- Anticipates influent volumes at Wastewater facility and drinking water levels at Water facilities.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, lift stations, water distribution systems, and other systems and equipment.
- Reviews maintenance records and existing procedures to ensure cost-effective operation.
- Maintains training, education, and licenses to effectively serve as the Junior Wastewater-Water Operator.
- Responds to service requests and complaints of citizens in a pleasant and tactful manner and resolves problems in a way which maintains respect for City government.
- Ensures response to emergency service calls on a 24-hour a day basis.

Inspections/Safety

- Implements the safety program for the Wastewater and Water facilities and ensures compliance with applicable rules and regulations for MPCA and MDH.
- Maintains a schedule of inspections to ensure maintenance of lift stations, sewer collection, water distribution systems, and other public facilities to ensure they are in safe working order.
- Ensures subordinates are trained in safety procedures.

Equipment

- Prepares specifications for new equipment and directs the repair and maintenance of all equipment to keep it in good working order.
- Determines equipment needs of the department and makes recommendations for capital purchases to the Public Works Director.

WATER & WASTEWATER

- Maintain the sanitary sewer collection & treatment system; operate, inspect, troubleshoot, and maintain lift stations and the City Wastewater Treatment Plant.
- Maintain the water distribution & treatment system: wells, water tower, fire hydrants, water mains, water meters and the City Water Treatment Facility.
- Assist in monthly utility customer meter reading.
- Prepare all required water and wastewater reports, which include but are not limited to monthly MN Department of Health, monthly and quarterly MPCA reports, DNR annual water usage reports and monthly MPCA reports.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Significant experience operating and maintaining heavy and light equipment.
- Ability to work outdoors in all weather conditions doing heavy manual work.
- Ability to work in controlled hazardous environments, including work with chemicals and confined space.
- Ability to work a varied schedule based on weather conditions and the needs of the City.
- Ability to read, write, and speak English.

REQUIRED QUALIFICATIONS

- 1-3 years in supervisory capacity with responsibility for Wastewater, Water, or underground utilities.
- Wastewater/Water Operator License or the ability to achieve a Licensure within 1 - 2 years.

RESPONSIBILITY FOR WORK OF OTHERS

Direct supervision over:

- Unionized Wastewater Technician